



DEPARTMENT OF THE NAVY

INDIAN HEAD DIVISION
NAVAL SURFACE WARFARE CENTER
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IHDIVNAVSURFWARCENINST 4200.3
Code 11

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From: Commander

Subj: INDIAN HEAD DIVISION, NAVAL SURFACE WARFARE CENTER CONTRACTOR
PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS) PROCEDURES

Ref: (a) Revised Contractor Performance Assessment Reporting
System (CPARS) Guide, 20 Mar 00, ASN (RD&A)

Encl: (1) Local Indian Head CPARS Clause
(2) NAVSURFWARCEN Indian Head Div CPARS Points of Contact/Flow Chart
(3) Sample CPARS E-Mail Notification to Contractor

1. Purpose: To provide local procedures for utilizing the Contractor Performance Assessment Reporting System (CPARS). This instruction summarizes information from the CPARS Guide; if additional clarification of CPARS is required, see reference (a). CPARS is a web-enabled application that collects and manages past performance information for the Navy. CPARS assesses a contractor's performance and provides a record, both positive and negative, on a specified contract during a specific period of time. The Federal Acquisition Regulation requires that past performance information be collected on all contracts and used in source selection evaluations. The NAVSURFWARCEN Indian Head Division has implemented the CPARS to support compliance with this regulation. When available, CPARS data may be used by Contracts Division personnel as source selection information to aid in the awarding of contracts to contractors that consistently provide quality, on-time products and services that conform to contractual requirements. The value of the CPARS to a future source selection team is directly linked to the care the assessing official takes in preparing a quality narrative to accompany the CPARS ratings. Each CPARS is source selection information and must be protected in the same manner as information contained in completed source selection files. CPARS data will not be used to support pre-award surveys, debarment proceedings, other internal government reviews, advertising, promotional material, responsibility determinations, production readiness reviews, or other similar purposes.

2. Scope: This instruction covers contracts subject to the following criteria: Contracts awarded by NAVSURFWARCEN Indian Head Division Contracts Division since Fiscal Year 1998, which fall within the following thresholds/business sectors, will be registered in CPARS. The first CPARS for contracts that were awarded prior to Fiscal Year 2000 will cover up to the last 12 months of the contractual period of performance. The word, contract, includes Blanket Purchase Agreements (BPAs) issued under FAR 8.4 and task orders.

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CPARS Contract Thresholds / Business Sectors:

DOLLAR THRESHOLDS	BUSINESS SECTOR	SUB-SECTOR (EXAMPLES)
\$ 1 Million (Includes Options)	Services	Management, Technical
\$ 1 Million (Includes Options)	Information Technology	Software, Hardware
\$ 5 Million (Includes Options)	Operations Support	Mechanical, Electrical
\$ 5 Million (Includes Options)	Systems	Aircraft, Shipbuilding

Indefinite Delivery Indefinite Quantity (IDIQ) Omni-bus contracts will be handled as follows: Individual CPARS will not be initiated against the basic contract. Each awarded delivery order since Fiscal Year 1998 which meets the threshold will be identified by the Contracting Officer for registration in CPARS.

For GSA contracts, ordering agencies are responsible for completing CPARS on the individual orders within the threshold/business sector requirements.

CPARS will be accomplished on the applicable first tier subcontractor on contracts awarded to the Small Business Administration under the 8(a) program.

Classified CPARS will not be entered into the CPARS automatic information system. Copies of classified CPARS will be maintained and distributed in accordance with agency program security requirements/procedures by technical point of contact.

Requests to register contracts in the CPARS, which do not fall under the above criteria, can be made to the CPARS Program Manager.

CPARS does not apply to: Architect Engineering Services contracts (subject to the Architect-Engineer Contract Administration Support System for past performance collection); Construction contracts (subject to the Construction Contractor Appraisal Support system); Science and Technology Basic Research 6.1, Exploratory Development 6.2, and Advanced Technology Development 6.3 contracts (no requirement at this time to maintain an automated data base).

3. Access: Access to finalized CPARS data is granted to the subject contractors and access for source selection purposes is granted by the Procuring Contracting Officer (WEBSITE: www.CPARS.navy.mil). Procuring Contracting Officers obtain access to the CPARS AIS from NAVSEALOGCENDET Portsmouth. At no time may support contractors contribute to CPARS development in the form of ratings and comments.

The Indian Head Local CPARS Clause (enclosure (1)) may be inserted in solicitations/contracts expected to fall within the CPARS threshold/business sector. Completion of the clause will provide the information the CPARS Focal Point needs to register the contractor for access to the CPARS.

4. Procedures: (see enclosure (2) for POC's / Flow Chart). Contract options will not be exercised until CPARS requirements have been met. In many cases for newer contracts this will mean the contract must have been registered. The initial report for the typical one-year contract with options is required to be finalized within 120 days of the completed period of performance.

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Step 1 - Input/Register Contract Information. The authorized Focal Point at NAVSURFWARCEN Indian Head Division is Code 114M. The Focal Point will register all new contracts meeting the CPARS requirements within 30 days after contract award (blocks 1-14). The Focal Point will commence registration of new contracts upon receipt of a copy the DD 350 from the CPARS Program Manager. Basic IDIQ Omnibus contracts will not be registered. Only the individual Omnibus delivery orders that meet the threshold for CPARS will be registered. Contracting Officer's will be responsible for providing copies of applicable Omnibus delivery order DD 350s to the Focal Point. The Contract Specialist will be responsible for providing assistance to the Focal Point if clarification is required during contract/delivery order registration.

The Focal Point assigns Userids/Passwords according to the Access Authorization Matrix.

The Focal Point will assist the CPARS Program Manager in implementing CPARS by providing training and other administrative assistance to ensure the timely completion of reports. The Focal Point will monitor the CPARS database and report to the CPARS Program Manager, all reports that is more than 30 days overdue. The CPARS Late Report will identify the contract number, contractor, and the assessing official/code. CPARS Late Reports will be provided via the CPARS Program Manager to the Reviewing Official for presentation at the Department Head meeting.

Step 2 - Assessing Official's Proposed Ratings. The Assessing Official at NAVSURFWARCEN Indian Head Division will typically be a Contracting Officer's Representative (COR). The Assessing Official enters proposed ratings with supporting narrative. These ratings relate to the contractor's performance on a specific contract for a specific period of time. An Assessing Official has the authority to enter or update CPARS information in blocks 1-20. An Assessing Official does not have the authority to finalize a CPARS. Only the CPARS Program Manager can finalize a CPARS (complete Block 21). More than one Assessing Official maybe assigned to a contract.

Pre-assessment meetings with the contractor, to prevent surprise CPARS ratings, are encouraged. These meetings are to be scheduled by the Assessing Official and participation by the Contracting Officer or his/her representative is strongly encouraged. Pre-assessment briefings with the contractor are to be structured around firm contract requirements and events that are deemed to be critical during the upcoming CPARS reporting period. The Assessing Official should include input from other Government specialists supporting the requirement. Substantiating narratives are required for assigned ratings. The reports should include descriptions of problems or successes; assessment of the cause of the problem (contractor/government); how well the contractor worked with the government to resolve problems (including problems with subcontractors). The assessment must be based on objective facts and be supportable by program and contract management data, such as cost performance reports, customer comments, quality reviews, technical interchange meetings, financial solvency assessments, construction/production management reviews, contractor operations reviews, functional performance evaluations, and earned contract incentive, etc.

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Rating Scale

All ratings must focus on the contract requirements and identify benefit to, or impact on, the Government. Yellow and Red ratings must be supported by referencing the management tools used to notify the contractor of the contractual deficiencies (e.g. Management, Quality, Safety, or Environmental Deficiency Reports, or letters). The rating scale is as follows:

Dark Blue (Exceptional): Performance meets contractual requirements and exceeds many. Identify multiple significant events in each category or a singular benefit of such magnitude to constitute an exceptional rating. No significant weaknesses.

Purple (Very Good): Performance meets contractual requirements and exceeds some. Identify a significant event in each category. Some minor problems, with corrective action taken by contractor. No significant weaknesses.

Green (Satisfactory): Performance meets contractual requirements. Some minor problems, with satisfactory corrective action taken by contractor. Major problems that the contractor recovered from without impact to the contract. No significant weaknesses.

Yellow (Marginal): Performance does not meet some contractual requirements. Serious problems for which corrective action has not yet been identified by the contractor. Proposed contractor actions marginally effective or not fully implemented. Identify a significant event in each category that the contractor had trouble overcoming.

Red (Unsatisfactory): Performance does not meet most contractual requirements and recovery is not likely in a timely manner. Serious problems for which the contractor's corrective actions appear or were ineffective. Identify multiple significant events in each category that the contractor had trouble overcoming. A singular problem of such serious magnitude that it alone constitutes an unsatisfactory rating.

Types of Reports

The Assessing Official is responsible for writing the following types of reports in the CPARS in a timely manner; back dated reports will not be accepted:

Initial Reports - When period of performance is greater than 365 days. Typically the initial report covers the first 12 months of the period of performance. At a minimum, this evaluation must include at least the first 180 days of the period of performance.

Intermediate Reports - After the initial report, an intermediate report is required every 12 months of the contract period of performance until the final CPARS report.

Final Report - Every contract in the CPARS system requires a final report. The final report is not cumulative. Final reports are processed upon contract completion and if program management is transferred outside of the original buying activity. If the period of performance including options is 365 days or less, the final report is the only required report.

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Out-of-Cycle Reports - Do not alter the annual reporting requirement. Should be used in the following situations:

Significant changes in performance that alters the assessment in one or more evaluation area(s). It is the Assessing Official's determination as to whether or not an evaluation is to be updated. Out-of-Cycle Reports based on significant changes must be sent to the contractor for comment.

A departing Assessing Official should complete an informational Out-of-Cycle Report if at least four months have elapsed since the last CPARS was completed. This informational report is to be passed to the succeeding Assessing Official for inclusion in the next CPARS. This informational report is not finalized within the CPARS system.

Step 3 - CPARS Program Manager Review of Proposed Ratings. The CPARS Program Manager (PM) for NAVSURFWARCEN Indian Head Division Contracts Division (N00174) is Code 114C. The CPARS PM will review the Assessing Official's proposed rating in coordination with the Contracting Officer/Administrative Contract Specialist. This step will be screen proposed ratings to ensure that narratives match ratings and that useful source selection information is being collected for future procurements. Any proposed changes will be discussed with the Assessing Official. The CPARS PM has the authority to enter, modify or finalize information in Blocks 1-21. Final ratings are forwarded to the Contractor for review. The CPARS PM will notify the contractor via e-mail of the availability of the CPARS for review (see enclosure (3) for a sample of the notification).

Step 4 - Contractor Comments and Review. Blocks 22-23 allow the applicable Defense Contractor Representative to review the proposed ratings and comment on elements, which may require further review or explanation. This level of access is defined as "Defense Contractor Representative." The contractor has 30 days after the Government's evaluation is completed to comment on the evaluation. Failure to review the report at this time will not prevent the Government from using the report.

CPARS are not subject to the Disputes Clause, nor are they subject to appeal beyond the following procedures. The contractor may request a meeting, via e-mail to the CPARS PM, to discuss the rating no later than seven days following receipt of the CPARS. A meeting will then be held during the contractor's 30-day review period.

Completion of blocks 22 and 23 within the 30-day review period indicates the contractor's signature on the CPARS and routes it back to the CPARS PM.

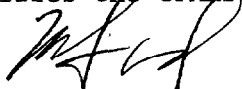
Step 5 - CPARS Program Manager Review of Contractor Comments. The CPARS returns to the CPARS PM for review of the contractor's comments. At this point, the CPARS PM may ratify or modify proposed ratings prior to forwarding the CPARS to a Reviewing Official. Any proposed changes will again be discussed with the Assessing Official, Contracting Officer/Administrative Contract Specialist.

If the contractor agrees with the assessment the CPARS is complete and acceptance by the Reviewing Official (Step 6) is not required. In these cases the CPARS PM then finalizes the CPARS by completing Block 25.

Step 6 - Acceptance by Reviewing Official. The Reviewing Official for NAVSURFWARCEN Indian Head Division contracts (N00174) is the Supply Officer (Code 11). Acceptance by the Review Official is only required when the contractor does not concur with the CPARS. The CPARS should be completed and signed by the Reviewing Official not later than 120 days after the end of the evaluation period. This step allows the (Reviewing Official) to review

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proposed ratings recommended by the CPARS PM and the response by the contractor to ensure that the ratings proposed are fair and supported by objective evidence. If necessary, the Reviewing Official may add comments in Block 24. The Reviewing Official finalizes the CPARS by completing Block 25.



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Distribution:
Networked Information System (NIS)

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LOCAL INDIAN HEAD CPARS CLAUSE

The following clause may be included in solicitations/contracts expected to be within the CPARS threshold/business sector.

CONTRACTOR PERFORMANCE ASSESSMENT RATING SYSTEM (CPARS) (JAN 2001)

(a) Pursuant to FAR 42.1502, this contract is subject to DoD's Contractor Performance Assessment System (CPARS). CPARS is an automated centralized information system accessible via the Internet that maintains reports of contractor performance for each contract. CPARS is located at <http://www.nslcptsmh.navsea.navy.mil/>. Further information on CPARS is available at that web-site.

(b) Under CPARS, the Government will conduct annual evaluations of the contractor's performance. The contractor has thirty (30) days after the Government's evaluation is completed to comment on the evaluation. The opportunity to review and comment is limited to this time period and will not be extended. Failure to review the report at this time will not prevent the Government from using the report.

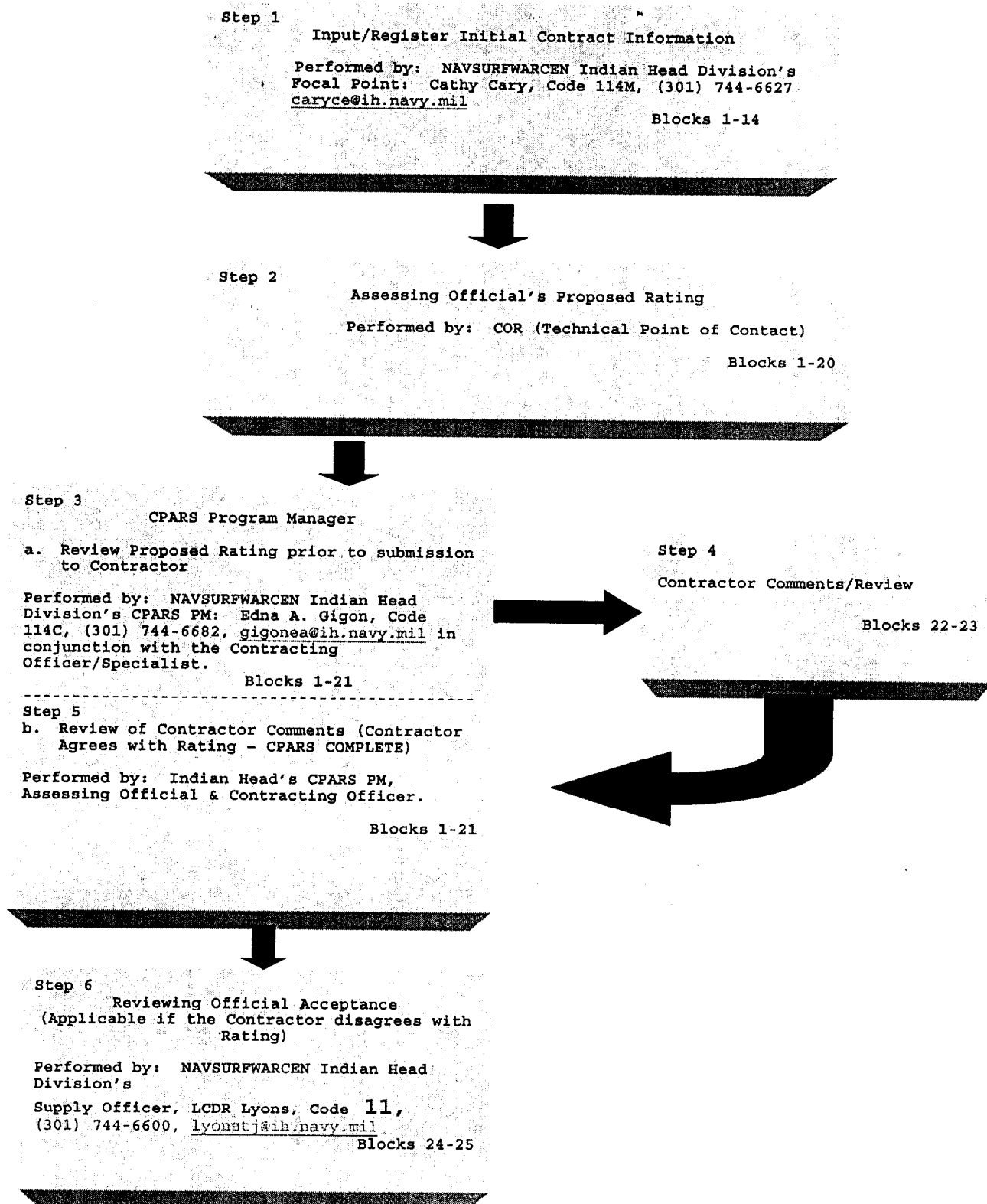
(c) The contractor may request a meeting to discuss the CPARS. The meeting is to be requested via e-mail to the CPARS Program Manager no later than seven days following receipt of the CPARS. A meeting will then be held during the contractor's 30-day review period.

(d) The CPARS system requires the Government to assign the contractor a User ID and password in order to view and comment on the evaluation. Provide the name(s) of at least one individual (not more than three) that will be assigned as your Defense Contractor Representative for CPARS.

<u>Name</u>	<u>Phone</u>	<u>E-mail Address (optional)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Enclosure (1)

NAVSURFWARCEN INDIAN HEAD DIVISION CPARS POINTS OF CONTACT/FLOW CHART



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SAMPLE CPARS E-MAIL NOTIFICATION TO CONTRACTOR

FAR 42.1502 directs all Federal Agencies to Collect past performance information on contracts. The Naval Sea Systems Command has implemented the Contractor Performance Assessment Reporting System (CPARS) to comply with this regulation and to ensure that source selection teams have a detailed assessment of contractors' past performance. We have performed an evaluation of your company's work on the (Program name) program, contract number (N00174- - -) for the contract period (assessment period begin date) through (assessment period end date). Future Contractor Performance Assessment Reports (CPARS) will be done on an annual basis.

Your CPARS is accessible on the Internet at: <http://www.CPARS.navy.mil>. You may provide comments in response to the CPARS assessment, or you may sign and return the assessment without comment. If you elect not to provide comments, it is requested that you acknowledge receipt of the CPARS by indicating (No comment) in block 22 and completing block 23 of the form. Without some statement in block 22, you will be unable to sign and submit the CPARS back to the Government. Since electronic signature is currently unavailable signature is defined for the purposes of this instruction as 'typing the responsible individual's name in the signature block'. Comments are limited to block 22. Your comments should focus on objective facts in the Program Manager's/Assessing Official's narrative and should provide your views on the causes and ramifications of the assessed performance. The person acknowledging the CPARS by signing block 23 should be someone with program management responsibility rather than a representative of your contracting office. If you do not sign and submit the CPARS within 30 days after automated receipt of the CPARS, it will automatically be returned to the Government and will be annotated: The report was delivered/received by the contractor on (date). The contractor neither signed nor offered comment in response to this assessment.

You may desire a meeting to discuss this CPARS. This meeting is to be requested via e-mail to the CPARS Program Manager (gigonea@ih.navy.mil) no later than seven days following receipt of the CPARS. A meeting will then be held during your 30-day review period. A copy of the completed CPARS will be available in the automated system once it has been finalized.

The following guidelines apply concerning your use of the CPARS:

a. Protect the CPARS as source selection information. After review, transmit CPARS back to our office completing and submitting the form through the automated information system.

If for some reason you are unable to view and/or submit the form through the automated system, contact the CPARS focal point for instructions. The CPARS focal point for NAVSURFWARCEN Indian Head Division is Cathy Cary at (301) 744-6627 or caryce@ih.navy.mil.

b. Prohibit the use of or reference to CPARS data for advertising, promotional material pre-award surveys, responsibility determinations, production readiness reviews, or other similar purposes.

If you have any questions, feel free to contact CPARS Program Manager, Edna A. Gigon, at (301) 744-6682.

Enclosure (1)